

25 September 1981

Excerpts from ODP Staff Meeting - 25 September 1981

1. October is Combined Federal Campaign (CFC) month and all the cards have been distributed within ODP. Our goal for 1982 is \$10,658. All ODP staffs and divisions are encouraged to do their best to meet this goal.

2. The DDA CORE (Cost Reduction and Efficiency) Working Group had an emergency meeting this week to review all previous submissions and recategorize them for the Agency CORE Working Group with the understanding that any office with a submission which was part of the package should expect the possibility that they would be called upon for implementation. The outcome of the Agency CORE meeting has not been announced. The Deputy Director of Data Processing thanks all who have participated with CORE and a copy of the final report will be circulated.

3. The DDA Output Media Center Working Group have given the DD/ODP a draft of their final report. A meeting will be held the week of 28 September with OC and OL to look at the concept and practicality for [] in light of the upcoming move.

4. The Agency is waiting for guidance from OMB on how to proceed with hiring since the Agency is at ceiling. The DDA is currently under ceiling by []

5. The NFAC reorganization is effective 1 October 1981.

6. OTE has indicated that something has to be done about the overload of activities & conferences [] Conferences will start being turned down. An alternative of leasing the [] facility is being looked at.

7. The Agency has a meeting with the National Capital Planning Commission to discuss the plans for the new building on this property.

8. On 17 September the DD/ODP and DDA went to a symposium for executives at Xerox. A film was shown displaying the Xerox STAR system. Don Massaro, President of the Office Products Division, was the main speaker at the symposium.

9. [] attended a conference last week on electronic mail held by the Yankee Group. One of the main focuses of the conference was that voice will be an important part of electronic mail systems.

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10. [] will be visiting offices to update ODP's list of hall wardens.

11. ODP had one security violation in August and one in September, both by contractors.

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12. [] received a Letter of Commendation from the Chief, Processing and Analysis Technology Group, ORD for his outstanding work on the []

13. Attached are excerpts from ODP Division/Staff Weekly Report, a copy of our weekly report to the DDA and a copy of the monthly ODP Personnel Report.

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Atts: a/s

ODP 81-1276
24 September 1981

MEMORANDUM FOR: Deputy Director for Administration
FROM: [REDACTED]
Acting Director of Data Processing
SUBJECT: ODP Report for Week Ending 23 September 1981

Support to DCI

REGISTRY (Executive Registry System) has been completed and is ready for operational use in room 7E12, Headquarters. Training will begin for six users on 29 September and will consist of nine one-half day sessions. The system will utilize six terminals and the GIMS facilities in the Ruffing Center. [REDACTED]

Tech Note Automation

Tech Notes are now accessible on the VM system for all users. A Tech Note will be published this week telling users how to access them. This will help speed up the information exchange and eliminate some of the paper we now produce and the need for everyone to save old Tech Notes. [REDACTED]

SAFE Facility

Final acceptance inspection of the new SAFE Computer Center for Phase I construction is scheduled for 28 September 1981. The first delivery of Burroughs equipment to support the SAFE Project is expected on 29 September. [REDACTED]

[REDACTED]

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Excerpts of ODP Div/Staff Reports for Week Ending 22 September 1981

Management

Outstanding Advances. As of 23 September, 42 advances remained outstanding. None are delinquent. (AIUO) [redacted]

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OS/ODP Joint Working Group. The OS/ODP Joint Working Group met on 22 September. Agenda items discussed were disposal of magnetic tapes, the Ludlow Encryption Program, current status of ACF-2, alert system for incorrect log-on attempts, proposed briefing for the D/ODP and the D/OS, status of Cornell minidisk manager software, training of ISSG personnel by Operations Division/ODP, V-link in the VM system, authorization to access minidisks, password assignment responsibility, and the development of a new password directory. (AIUO) [redacted]

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Processing

The [redacted] Working Group reports that tentative dates of 15, 16, 17 October have been set for the OSA/NFAC relocation. OD&E/DDS&T has tentative dates of 23 October through 1 November. The tentative date for a secure building is 9 October. [redacted]

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Applications

Support to ODP. GRAPHICS The CHROMATICS interface has been delivered and tested. A memo has been sent to ODE/SAG informing them that this request for service has been closed. [redacted]

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Administrative

[redacted] has been selected to replace [redacted] as Chief, ODP Personnel. She is currently assigned to NE Division Administrative Staff and is scheduled to report to ODP on 28 September.

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